



- CITY OF BIGGS -
PLANNING DEPARTMENT ACTIVITY REPORT
February / March 2014

465 C Street /
P.O. Box 1134
Biggs, CA 95917

PHONE: (530) 868-5493
FAX: (530) 868-5239

DATE: March 11, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Scott Friend, AICP - City Planner

SUBJECT: Planning Department Monthly Activity Report – February / March 2014

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Code Enforcement – Regular Office Hours from 10:00am – 2:00pm on Tues. / Thurs.
- BCAG Planning Dir.'s Meeting: February 27th – Butte HCP / NCCP
- PG&E and Sierra Business Council Meeting: March 4th
- City Council Meeting and Study Session: March 11th

Major Project Activity and Update Report:

1. Wastewater Treatment Plant Land Application Project Environmental Compliance:

With the adoption of the project EIR and filing of the Notice of Determination, the CEQA process is now complete. PMC is still working to complete the NEPA process through the preparation of the Environmental Assessment (EA) document and is currently waiting on the USDA-RD representative for compliance paperwork to complete this effort.

2. General Plan Update and Certification of the General Plan EIR:

General Plan EIR Review Study Session: PMC is scheduled to present the Draft and Final EIR's prepared for the General Plan Update Project to the City Council at the Study Session on March 11th. PMC has provided copies of both the Draft and Final EIR's to the Council and encourages the members of the Council to review the documents prior to the Study Session meeting. PMC will be presenting the contents of both documents and reviewing the environmental process with the Council at the meeting.

It is currently anticipated that the Council will be asked to certify the environmental document and approve the General Plan at its regular April City Council meeting.

3. Zoning Ordinance Text Amendment Activity:

All zoning ordinance text amendment actions are now complete.

4. *2014-2022 Housing Element Update:*

Pursuant to the requirements of the California Government Code, the City is required to update its Housing Element by the end of June of this year. To meet this deadline, PMC has been working on the new document and is now requesting that the City Council authorize staff to submit the *Public Review Draft* of the City of Biggs 2014-2022 Housing Element to the State of California Housing and Community Development Department (HCD) for the required 60-day draft document review. Upon the receipt of comments by the State, Staff will revise the document as necessary to respond to State comments and return to the Council for approval of the document. It is currently anticipated that this will occur at the regular Council meeting in June.

A separate staff report providing additional detail on this request has been submitted. Please refer to that report for additional details.

Monthly Department Activity Report:

1. *Applications / Planning Services Activities:*

- Applications: None
- North Biggs Estates – status update: Construction activity continues on the first phase of development in the North Biggs Estates project. At this time, CHIP is still intending to begin construction of the second phase houses as soon as possible and weather permitting. A specific target date for the start of Phase II construction is unknown at this time.

2. *Public Contact / Information Requests:*

- Four (4). Staff has fielded four calls from the general public during the reporting period with two calls requesting code enforcement information and two calls inquiring about the construction of detached accessory buildings on existing lots in the City (garages).

3. *Butte County Building Permit Issuance:*

- Please see the attached report provided by the Butte County Building Department for the past months permit activity.

4. *Butte County Association of Governments:*

- PMC attended the regular County Planning Directors meeting at BCAG on the 27th of February. The primary topic of discussion at the meeting was:
 - Status update on the Butte Regional Habitat Conservation Plan. BCAG project staff indicated that the new target for the release of the public draft HCP/NCCP document is now mid- to late-summer of 2014. The schedule shift was due to the inability of the various State resource protection agencies to commit limited staff resources to the review of the document. Additionally, BCAG staff provided handouts showing how various example projects may proceed under the program if adopted. City staff are working to identify a local example project for this purpose.

5. *Code Enforcement: General*

Please refer to separate staff report in this month's meeting packet for additional details on the activities of the Code Enforcement Officer.

Misc. Planning Communications/Updates:

- None

Attachments:

- *Butte County Building Permit Activity Report*
- *Code Enforcement Activity Report*

3/5/2014
1:17:22PM

Butte County
Department of Development Services - Building Division (City of Biggs)
PERMITS ISSUED IN City of Biggs - Summary by Type and Subtype
For the Period 2/1/2014 thru 2/28/2014



Type / SubType	# of Permits Issued	Valuation of Work	Fees Charged
RESIDENTIAL	1	\$145,195.55	\$1,781.50
SFD-MASTER PLAN	1	\$145,195.55	\$1,781.50
Totals:	1	\$145,195.55	\$1,781.50



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Code Enforcement

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PHONE: (530) 868-5493
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DATE: March 11, 2014

TO: Honorable Mayor and Members of the City Council

FROM: Nicole Fillmore-Deniz - Code Enforcement Officer

SUBJECT: Code Enforcement Monthly Activity Report – February/March 2014

DEPARTMENT ACTIVITY SUMMARY

Contract Staff Days/ Code Enforcement Activity:

- Code Enforcement – Regular Office Hours from 10:00am – 2:00pm on Tues. / Thurs.
- Weekly Code Enforcement meetings - Thursday afternoons & as-necessary

Department Activity Summary:

For the month of February, one (1) citation was issued for a party *occupying a structure without utilities*. The property that was shut off for non-payment but the amount owed was paid later that day, following distribution of the violation notice letter, and services were restored.

The Code Enforcement officer is continuing utilizing her personal vehicle for inspections due to the shifting of vehicles to accommodate the needs of the City's Public Works staff.

Throughout the month of February, the following violations were identified and cited with formal code violation notices sent out to each property accordingly.

Trash / Debris	15
Landscape/Vegetation	1
Furniture/Appliances	5
Vehicles	1
Buildings and Structures	1
No Utilities	1

As of this time, the Code Enforcement Officer has scheduled one (1) Nuisance Abatement Hearing for Thursday, March 13, 2014 at 2:00pm to address a violation for a dangerous structure located on Aleut Street.